

## BSSW & MSW Foundation Sonia Field Application & Placement Meeting Guide

### Starting Sonia Field Database

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

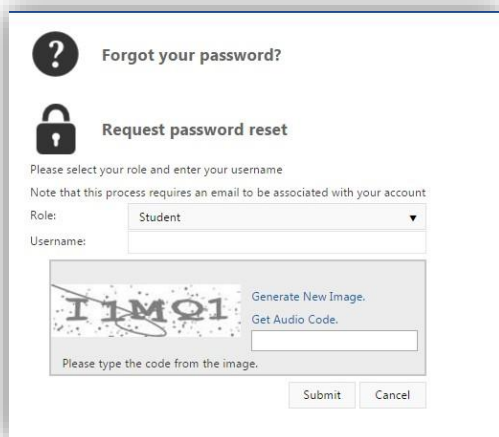
### Signing In & Setting Your Password

Navigate to the Sonia Online homepage for MSU Denver at the following link: <https://metro.sonialive.com>.

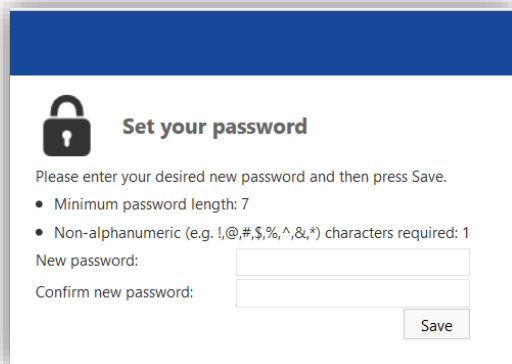
Login with the same MSU Denver User ID you use to log in to your email and the student hub. (ex. John Smith's email address is [jsmith@msudenver.edu](mailto:jsmith@msudenver.edu) → Username is 'jsmith')

To set up your password, click on "Forgot Password?"

You will be asked to submit a request for a password reset.



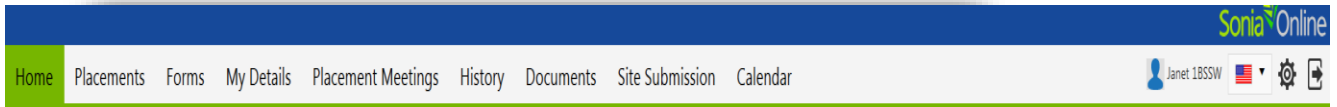
An email will be sent to your MSU Denver email address with a link to set your password. *Note: Check your spam/junk mail folder if you do not see the message in your inbox.*



Once you have set your password, you will be directed to the home page to login.

Ensure the 'Role' is set to 'Student'. Use your MSU Denver User ID and the password you just created, and click 'Sign In'.

## The Tabs:



The screenshot above are the sections of SONIA which you will primarily be using:

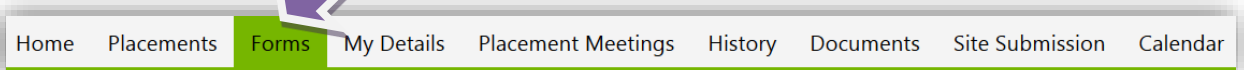
- *Placements* is where you will find the group that you are in (i.e. BSSW, MSW Foundation, MSW Concentration, etc.).
  - o This is where you will be able to view agencies that you have been referred to.
- *My Details* provides your personal information. You can use this section to indicate what geographical area you'd like to be placed at, or what populations interest you the most.
- *Forms* is the section you will use to access and fill out any forms that are required to move through the field placement process.
- *Placement Meetings* is where you will sign up for your placement meeting to discuss field agency options with your assigned Placement Officer.

You can sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the right side of the screen.

## Field Application Form

Each student must submit a Field Application form to the Field Education Office. This allows the Placement Officer to have some background information about the student and what types of agencies they are interested in working with. To access the application form:

1. Click on *Forms*

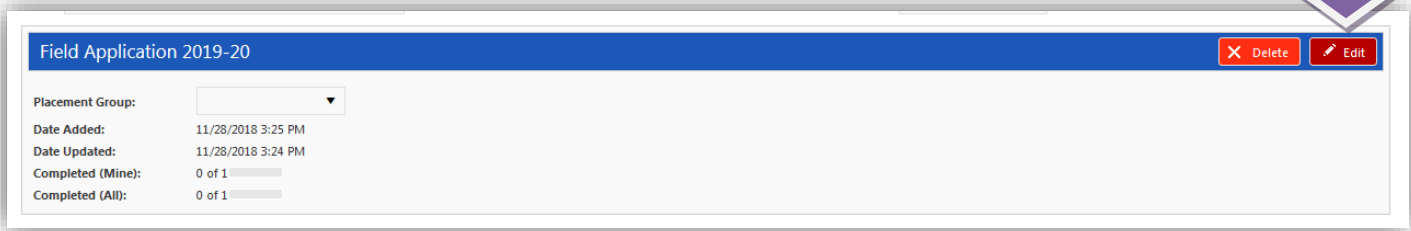


2. There is a drop down option on the page where you can select your form. Please select "*Field Application Form 2019-20*".



3. Click "Add" next to the drop down box.

- After adding the Field Application Form, a box will appear (see the screenshot below) -  
Click on the red “Edit” button to edit the form.

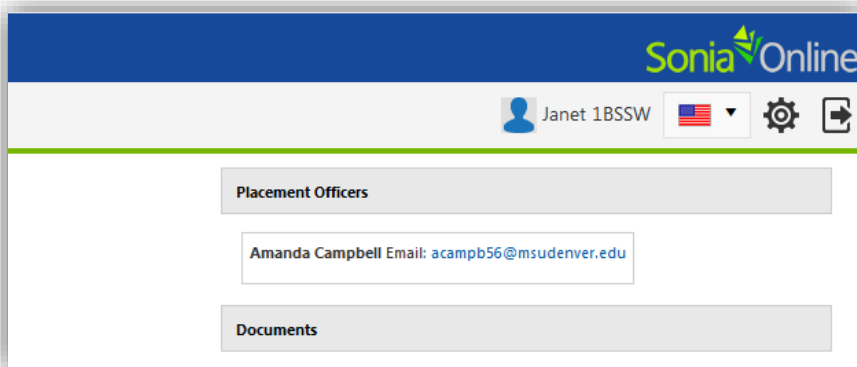


- After completing the form, make sure to click “Submit.” If you are not ready to submit the form, you may click “Save” and return to the form later. To confirm submission was successful, scroll all the way to the bottom of the form to see “Form actioned by [your name] on [date] at [time]” in green text. If a required field was not answered, it will be indicated in red text below the ‘Save’ button.

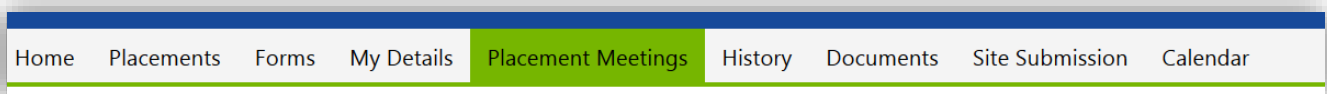
If you have any questions or concerns about SONIA, please contact the Field Office at [filed@msudenver.edu](mailto:filed@msudenver.edu)

## Signing Up for a Placement Meeting with your Placement Officer

After completing the Field Application, each student must sign up for a field placement meeting time with their assigned Placement Officer. Your placement officer will be listed on your Sonia home page on the top, right corner. During your field placement meeting, you will work with your Placement Officer to search for and identify 3-5 agencies from the list of agency partners to which you are interested in applying. Additionally, you will receive instructions on next steps with the application process. If you have questions at any time, please contact your Placement Officer.



- Click on the Placement Meetings tab.



- Students will see all of their Placement Officer’s available meeting times listed by date.
- Click on the Select button on the meeting that you would like to schedule with your Placement Officer.

Date	Time	Appointment
12 Wednesday December, 2018	2:00 PM - 2:20 PM	<b>Subject</b> Individual Placement Meeting <span style="float:right">Selected</span> <b>Location</b> CN 202 <b>Placement Officer</b> Amanda Campbell
	2:30 PM - 2:50 PM	<b>Subject</b> Individual Placement Meeting <span style="float:right">Select</span> <b>Location</b> CN 202 <b>Placement Officer</b> Amanda Campbell
18 Tuesday December, 2018	11:15 AM - 11:45 AM	<b>Subject</b> Placement Meetings <span style="float:right">Select</span> <b>Location</b> CN 202 <b>Placement Officer</b> Amanda Campbell

4. The selected meeting will appear on the right side of the page.
  - a. Please review the saved meeting for any important details about the meeting (ex: via phone, email for Zoom information, etc.)

Hide past placement meetings

Individual Placement Meeting
X Delete

Please email Amanda at [acampb56@msudenver.edu](mailto:acampb56@msudenver.edu) if you prefer to meet via Zoom

<b>Location:</b>	CN 202
<b>Placement Officer:</b>	Amanda Campbell
<b>Status:</b>	Confirmed
<b>Start time:</b>	12/12/2018 2:00 PM (UTC-07:00) Mountain Time (US & Canada)
<b>Start time (Local):</b>	12/12/2018 2:00 PM
<b>End time:</b>	12/12/2018 2:20 PM(UTC-07:00) Mountain Time (US & Canada)
<b>End time (Local):</b>	12/12/2018 2:20 PM

5. You may not schedule or cancel appointments 24 hours before the appointment time. If you need to cancel an appointment with less than 24 hours notice, you must email your Placement Officer to notify them.
6. Can we add instructions on how to add it to their Outlook or iCal here?
7. Please contact your Placement Officer if you have any questions or concerns about your field placement meeting.

